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ADJUSTMENTS USER MANUAL

CREATING AN ADJUSTMENT DOCUMENT

INTRODUCTION

Adjustment transactions are entered on an ‘Adjustment document’. Any type of adjustment transaction can be entered, using transaction codes such as 27A/27B, 268/269, 170R/170, 108R/101, etc. The general steps to enter an adjustment are:

- Assign a Document Number and a Batch Type and save the document in the application.
- Enter individual transactions and the fiscal coding. NOTE: The **Balance** of the adjustment document, indicated on the **Documents** screen of the application, must be zero in order to complete the fiscal coding or distribution.
- Authorize and approve the adjustment document. After the final level of approval, the transactions are automatically released as a batch to STARS. The batch numbers are automatically incremented from 001 to 899.

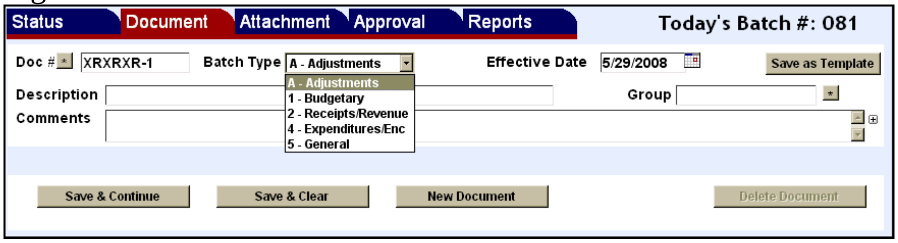
In addition, you can attach or view any scanned supporting documentation needed for the transactions. See Attaching Scanned Documents.

TO CREATE AN ADJUSTMENT DOCUMENT

To create a new adjustment document, be sure you are on the **Documents** screen:

1. Click the **Document** tab.
2. Enter an eight character alphanumeric document number in the **Doc #** field. The **Doc #** is a required field.
3. Select a **Batch Type** from the drop down menu: **A - Adjustments**, **1 - Budgetary**, **2 - Receipts/Revenue**, **3 - Expenditures/Enc**, **5 - General**.

Figure 1 - New document



Today's Batch #: 081

Doc #: XRXRXR-1

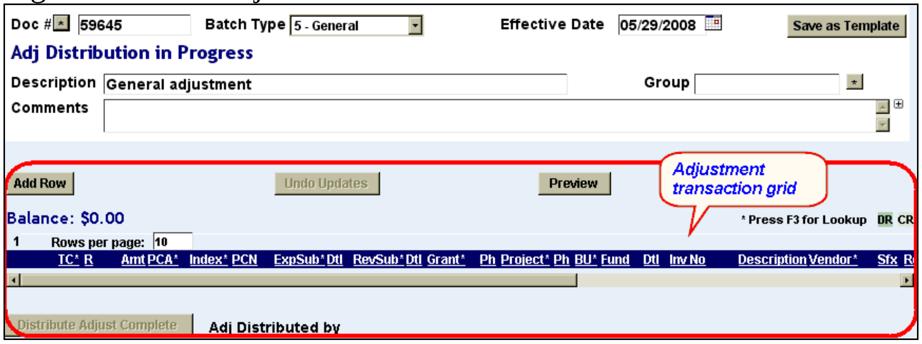
Batch Type: A - Adjustments

Effective Date: 5/29/2008

Status
Document
Attachment
Approval
Reports
Description
Comments
Group
Save as Template
A - Adjustments
1 - Budgetary
2 - Receipts/Revenue
4 - Expenditures/Enc
5 - General
Save & Continue
Save & Clear
New Document
Delete Document

4. Enter a date in the **Effective Date** field or click the calendar icon to select a date.
5. Enter a 30 character **Description** if desired.
6. If desired, enter a **Group** name or click the asterisk and then select a previously created group from the drop down menu. A group name helps to organize and find documents in the application, e.g., on the **Status** or **Reports** screen.
7. Enter a **Comment** if desired. (Click the plus sign to expand the comments text box.)
8. Click **Save & Continue**. The information you have entered will remain on screen and the adjustment transaction grid will be displayed.
   - Click **Save & Clear** to save the document (without entering transactions on a transaction grid) and clear the fields.
   - Click **Save as Template** if you intend to create only a template to use for future adjustment transactions. See the Creating and Using Templates document for more information.
   - Click **New Document** to clear all fields without saving and start over.

Figure 2 - Saved adjustment



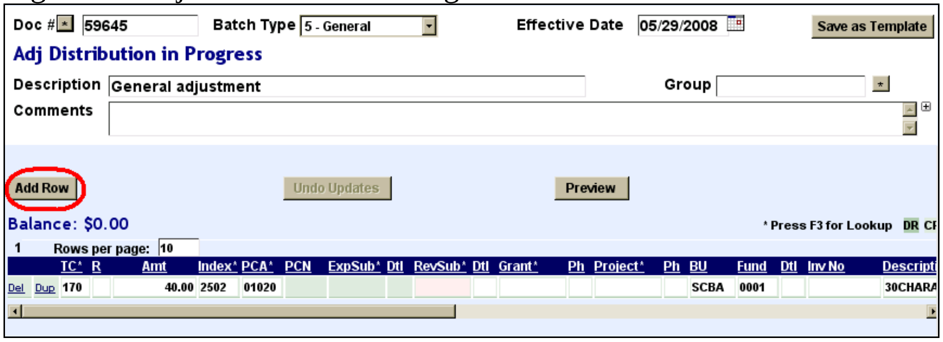
Doc # 59645
Batch Type 5 - General
Effective Date 05/29/2008
Adj Distribution in Progress
Description General adjustment
Group
Comments
Balance: $0.00
1 Rows per page: 10
Adj Distributed by

Save as Template
Add Row
Undo Updates
Preview
Adjustment transaction grid
* Press F3 for Lookup
DR
CR
TC* R Amt PCA* Index* PCN ExpSub* Dtl RevSub* Dtl Grant* Ph Project* Ph BU* Fund Dtl Inv No Description Vendor* Sfx R
Distribute Adjust Complete

TO ADD TRANSACTIONS AND ENTER FISCAL CODES

1. Click **Add Row** to create the first row of the adjustment transaction grid in order to enter the adjustment transactions and the fiscal coding.

Figure 3 - Adjustment transaction grid



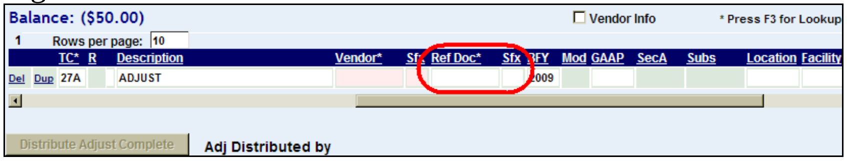
Doc # 59645
Batch Type 5 - General
Effective Date 05/29/2008
Adj Distribution in Progress
Description General adjustment
Group
Comments
Balance: $0.00
1 Rows per page: 10

		TC*	R	Amt	Index*	PCA*	PCN	ExpSub*	Dtl	RevSub*	Dtl	Grant*	Ph	Project*	Ph	BU	Fund	Dtl	Inv No	Descripti
Del	Dup	170		40.00	2502	01020										SCBA	0001			30CHARA

Save as Template
Add Row
Undo Updates
Preview
* Press F3 for Lookup
DR
CF

2. Enter a transaction code in the **TC** field. **TC** is a required field. If you are not sure which transaction code to use, you can look up transaction codes and select one (see step 6a).
3. Press TAB or click into another field. The transaction code will be validated and other fiscal code fields required by the transaction code will be highlighted in pink. You can save your document without entering fiscal codes in these particular fields. However, these fields must be filled in when the distribution is marked as complete (step 10).
4. If the transaction code should be a reversal, enter a reversal indicator in the **R** field.
5. Enter the amount of the adjustment in the **AMT** field.
6. If you are using a Reference Document Number (**RefDoc**), enter it or use the lookup to find and select it. If you use the lookup, any associated fiscal coding will be automatically entered. If you enter it, click **Save & Continue** and any associated fiscal coding will be automatically entered.

Figure 4 - Reference document number



Balance: ($50.00)

☐ Vendor Info

* Press F3 for Lookup

1 Rows per page: 10

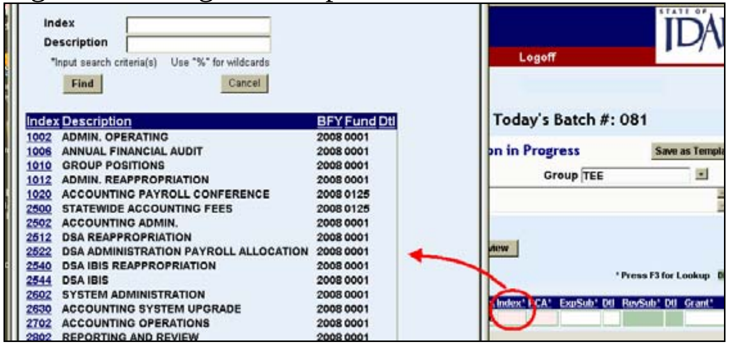
		TC*	R	Description	Vendor*	Sf	Ref Doc*	Sfx	BFY	Mod	GAAP	SecA	Subs	Location	Facility
Del	Dup	27A		ADJUST					2009						

7. Enter the remainder of the fiscal coding needed for the adjustment. You can perform lookups in any fiscal code field designated with an asterisk and your data entry will be validated:

   To look up a fiscal code:

   a. Place the cursor in a designated field and press F3.
   b. In the look up dialog box, enter any combination of search criteria (PCA, Index, or whatever is applicable). You can enter just the first few numbers or letters or use the wildcard (%).
   c. Click **Find**.
   d. Click the fiscal code you want to use. For example, click the PCA you want to use and the PCA field and any other fiscal codes associated with it will be automatically filled in. NOTE: The **TC** field will not automatically fill in related fiscal codes.

Figure 5 - Using a look up



Index
Description
*Input search criteria(s) Use "%" for wildcards

Index	Description	BFY	Fund	Dtl
1002	ADMIN. OPERATING	2008	0001	
1006	ANNUAL FINANCIAL AUDIT	2008	0001	
1010	GROUP POSITIONS	2008	0001	
1012	ADMIN. REAPPROPRIATION	2008	0001	
1020	ACCOUNTING PAYROLL CONFERENCE	2008	0125	
2500	STATEWIDE ACCOUNTING FEES	2008	0125	
2502	ACCOUNTING ADMIN.	2008	0001	
2512	DSA REAPPROPRIATION	2008	0001	
2522	DSA ADMINISTRATION PAYROLL ALLOCATION	2008	0001	
2540	DSA IBIS REAPPROPRIATION	2008	0001	
2544	DSA IBIS	2008	0001	
2602	SYSTEM ADMINISTRATION	2008	0001	
2630	ACCOUNTING SYSTEM UPGRADE	2008	0001	
2702	ACCOUNTING OPERATIONS	2008	0001	
2802	REPORTING AND REVIEW	2008	0001	

Today's Batch #: 081

on in Progress

Group TEE

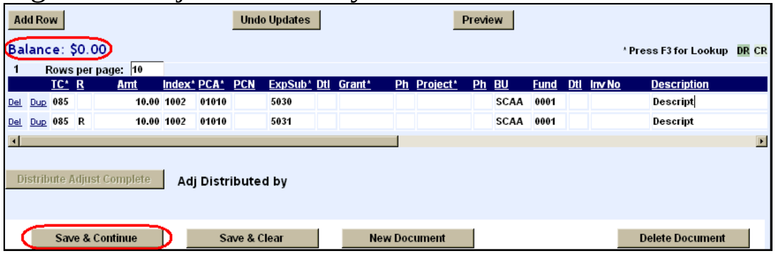
* Press F3 for Lookup

Data entry validation:

a. Enter a fiscal code into a designated field.
b. Press TAB to move to the next field or click in another field. If the data entry is valid, it will automatically fill in any other fiscal codes associated with it. If the fiscal code is invalid, an error message will be displayed.
c. When you mark the adjustment document as complete, any fields that are invalid will cause an error message to be displayed and the fiscal code fields that are invalid will be highlighted.

8. Click **Add Row** to create an additional row for your adjustments.
   a. Click **Dup** if you want to create a duplicate of the first row (to keep the same fiscal coding, etc.).
   b. Click **Del** if you want to delete a row.
   c. Click **Undo Updates** to clear all unsaved rows
9. Continue with adding the fiscal coding by entering the **TC** first, as described above. NOTE: If you have several lines of transactions and want to view them, along with descriptive titles of the fiscal codes (**PCA**, **Grant**, etc.) click **Preview**. If there is a line in the preview that you need to edit, click **Select**.
10. Click **Save & Continue**. Note the **Balance**. The balance will update when you save the document and it must be zero. This reflects transactions that debit or credit GL accounts 1003 and 1005.
    - Click **Save & Clear** to save the document as is and clear the fields.
    - Click **New Document** to clear all fields without saving and start a new document.

Figure 6 - Adjustment ready to save



Balance: $0.00

1 Rows per page: 10

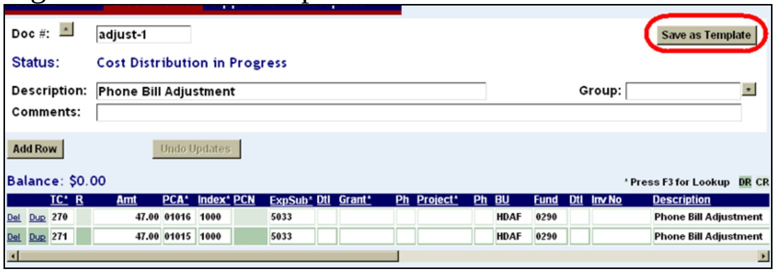
		TC*	R	Amt	Index*	PCA*	PCN	ExpSub*	Dtl	Grant*	Ph	Project*	Ph	BU	Fund	Dtl	Inv No	Description
Del	Dup	085		10.00	1002	01010		5030						SCAA	0001			Descript
Del	Dup	085	R	10.00	1002	01010		5031						SCAA	0001			Descript

Adj Distributed by

11. When finished, click **Distribute Adjust Complete**. (NOTE: The **Balance** must be zero for this button to be available.) Any fields that are invalid will cause an error message to be displayed and the invalid fiscal code fields will be highlighted.
12. The document is then ready to be approved.

13. If desired, click **Save as Template** to save the adjustment document as a template to use for future adjustments. If you have already saved the document, you would then have both a document and a template. For more information about templates, see the Creating and Using Templates document.

Figure 7 - Save as Template



Doc #: adjust-1

Status: Cost Distribution in Progress

Description: Phone Bill Adjustment

Group:

Comments:

Balance: $0.00

* Press F3 for Lookup

		TC*	R	Amt	PCA*	Index*	PCN	ExpSub*	Dtl	Grant*	Ph	Project*	Ph	BU	Fund	Dtl	Inv No	Description
Del	Dup	270		47.00	01016	1000		5033						HDAF	0290			Phone Bill Adjustment
Del	Dup	271		47.00	01015	1000		5033						HDAF	0290			Phone Bill Adjustment

TO SEARCH FOR EXISITING DOCUMENT NUMBERS

You can search for an existing document on the **Documents** screen if you need to complete the data entry or use it for a new document (see below).

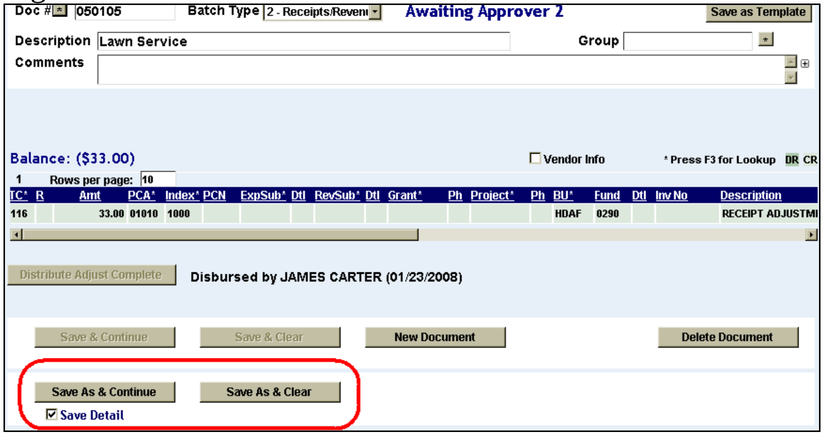
1. On the **Documents** screen, click the asterisk next to the **Doc #** field.
2. In the look up dialog box, enter any combination of search criteria (e.g., document number, transaction code, etc.). You can enter just the first few numbers or letters or use the wildcard (%).
3. Click **Find**.
4. Click **Select** next to a document.
5. Complete the document and distribution as needed.

TO CREATE A NEW DOCUMENT FROM AN EXISTING DOCUMENT

You can open an existing document to use its fiscal coding or distribution in a new document that has similar adjustment transactions to process. If you plan on re-using the document often, you could save it as a template.

1. Open an existing document either from the **Status** screen or from the document look up on the **Documents** screen.
2. Change the **Document #** and then press TAB.
3. Change the **Batch Type**, **Description**, **Comments**, and/or any fiscal coding or distribution as needed.
4. Click **Save As & Continue** (to keep the document displayed) or **Save As & Clear** (to clear the document from the screen). NOTE: Keep **Save Detail** checked to save all of the distribution and fiscal coding lines. If unchecked, the document is saved with no distribution rows or fiscal coding.

Figure 8 - Save as new document


Save as Template
Distribute Adjust Complete
Save & Continue
Save & Clear
New Document
Delete Document
Save As & Continue
Save As & Clear

Doc # 050105 Batch Type 2 - Receipts/Revenu **Awaiting Approver 2**

Description: Lawn Service

Group:

Comments:

Balance: ($33.00)

☐ Vendor Info

* Press F3 for Lookup DR CR

1 Rows per page: 10

TC*	R	Amt	PCA*	Index*	PCN	ExpSub*	Dtl	RevSub*	Dtl	Grant*	Ph	Project*	Ph	BU*	Fund	Dtl	Inv No	Description
116		33.00	01010	1000										HDAF	0290			RECEIPT ADJUSTM

Disbursed by JAMES CARTER (01/23/2008)

☑ Save Detail